



MICHAEL R. PENCE, Governor
STATE OF INDIANA

INDIANA DEPARTMENT OF HOMELAND SECURITY
302 West Washington Street
Indianapolis, IN 46204



James L. Greeson, State Fire Marshal
Division of Fire and Building Safety

Checklist for a Complete Chapter 34 (Existing Buildings) Submittal

To qualify for a Chapter 34 release, an applicant must provide a complete submittal of drawings demonstrating compliance with all applicable scores taken in the evaluation process and all applicable building laws and fire safety laws including the following:

- ☐ A building summary sheet along with a narrative describing how the building complies with the values taken for Sections 3410.6.1 through sections 3410.6.18 of the Indiana Building Code.
- ☐ A structural evaluation of the existing building made to determine adequacy of the structural systems for the proposed change of occupancy (excluding single story slab on grade buildings).
- ☐ Floor plan and section drawing of any proposed fire walls showing the location, rating, material, continuity, openings, and structural stability.
- ☐ Elevation drawing to scale, supporting scores taken for section 3410.6.1.
- ☐ Building area drawing supporting scores taken for section 3410.6.2 including: A site plan drawn to scale, showing dimensioned location of building property lines, distance to all adjacent buildings on the property, as well as width of any street or easements bordering the property.
- ☐ Floor plan showing location, and section drawing to scale, of proposed fire barriers, fire partitions or horizontal assemblies supporting scores taken for section 3410.6.3 and 3410.6.4.
- ☐ Floor plan to scale, showing the location and rating of fire-partitions supporting scores taken for section 3410.6.5.
- ☐ Floor plan to scale, showing the location and rating of shaft enclosures supporting the scores taken for section 3410.6.6.



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- ☐ Mechanical plans to scale, showing the construction and location of plenums and air movement in corridors supporting the scores taken for section 3410.6.7.
- ☐ Floor plan to scale, showing the location and operation of smoke detectors supporting the scores taken for section 3410.6.8.
- ☐ Floor plan to scale, showing the location of all fire alarm system components supporting the scores taken for section 3410.6.9.
- ☐ Elevation and floor plans to scale, showing the location and size of all exterior openings, stairway enclosures, smoke proof enclosures, and/or mechanical air-handling systems supporting scores taken for section 3410.6.10.
- ☐ Floor plan to scale, showing the location, width, and travel distance of all means of egress components supporting the scores taken for section 3410.6.11.
- ☐ Floor plan to scale, showing the travel distance for dead ends supporting the scores taken for section 3410.6.12.
- ☐ Floor plan to scale, showing the maximum actual travel distance and the maximum allowed travel distance supporting the scores taken for section 3410.6.13.
- ☐ Floor plan to scale, showing the location of all elevators, travel distances above or below the primary access of the elevator, and the elevator control equipment supporting the scores taken for section 3410.6.14.
- ☐ Floor plan to scale, showing the location of exit signs and egress lighting supporting the scores taken for section 3410.6.15.
- ☐ Floor plan to scale, showing the location of fire barriers and separated occupancies supporting the scores taken in section 3410.6.16.
- ☐ Floor plan to scale, showing the location, size, and separation of incidental use areas supporting the scores taken for section 3410.6.18.

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- If a design professional is required, each page of all drawings shall include the signature and the seal of the design professional.

- To qualify for a design release, an applicant must demonstrate, through the submission of plans for the construction covered by the application, that the construction will comply with all applicable building laws and fire safety laws. Plans such as, "Preliminary", "Not for construction", "For reference only", "Future", or "Optional" are unacceptable for use in DFBS' plan review process.

- Any additional information that may be needed to substantiate statements that the proposed construction will comply with the rules of the Fire Prevention and Building Safety Commission.